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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Issues orders *re*: Reorganisation of the Administrative Reforms and Organisation and Methods Wing as Efficiency Research Bureau.

ORDER No. GAD 170 OOM 68, BANGALORE, DATED THE 31ST DECEMBER 1968.

With a view to making it a fit and effective instrument for introducing improvements and efficiency techniques in administration, it is decided to reorganise the Administrative Reforms and Organisation and Methods Wing and to redesignate

it as "Efficiency Research Bureau". The Bureau will have three wings with functions as indicated below:

(i) *Organisation and Methods Wing*:—This wing will deal with matters relating to methods and procedures of work and other techniques of administrative improvements.

(ii) *Training and Extension Wing*:—This wing will look after questions relating to the training of staff in the Secretariat and providing assistance to all the Secretariat Departments in matters relating to procedures, etc.

(iii) *Inspection Wing*:—This wing will concern itself with the inspection of the Secretariat Departments and outside Offices.

2. The Special Secretary to Government in General Administration Department will be in charge of the Bureau under the general supervision and control of the Chief Secretary.

3. The present staff of the Administrative Reforms and Organisation and Methods wing will stand transferred to the Efficiency Research Bureau.

4. Consequent on the formation of the Efficiency Research Bureau, it will be necessary to re-distribute the work in the General Administration Department among its various Sections. Orders regarding the re-distribution of work will issue separately.

5. This Order will come into effect from 1st January 1969.

By Order and in the name of the Governor of Mysore,

T. S. NARAYAN RAO,

Deputy Secretary to Government,
General Administration Department.
(A. R. and O. & M.).

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Directs that statistical information in the prescribed pro forma should be furnished to the Director of Social Welfare (Employment Cell) by all the Unit Officers and Appointing Authorities.

OFFICIAL MEMORANDUM

No. GAD 83 SRR 68, BANGALORE, DATED THE 3RD JANUARY 1969.

The Employment Cell in the Office of the Directorate of Social Welfare has brought to the notice of the Government, the following important omissions on the part of the Unit Officers, observed during the course of its inspection of Unit Offices:—

(i) the points raised in the last inspection had not been complied with (such as sending of half-yearly progress reports, maintenance of registers Form No. IV to IX prescribed in Government Order No. GAD 81 SRR 61, dated 10th July 1961). The Vacancy Registers had not been written up properly and many columns were left blank;

(ii) the Unit Officers fail to communicate classification of vacancies while asking for list of candidates from the Employment Exchanges.